

## UTAH COUNTY JOB DESCRIPTION

CLASS TITLE:	FIRE INSPECTOR
CLASS CODE:	4206
FLSA STATUS:	NON-EXEMPT
SUPERVISORY STATUS:	NONE
EFFECTIVE DATE:	1/3/2013
DEPARTMENT:	COMMUNITY DEVELOPMENT

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### **JOB SUMMARY**

Under general supervision of the County Fire Marshall, performs a variety of working level, technical fire prevention and investigative duties related to fire safety training and code enforcement to prevent loss of life and property caused by fire or other emergencies.

### **ESSENTIAL FUNCTIONS**

Performs annual fire inspections of currently licensed businesses in unincorporated Utah County, non-licensed facilities, and Utah County Government facilities as requested.

Issues permits and conducts inspections of Liquefied Petroleum Gas (LPG) propane tanks, flammable and combustible fuel tanks, and hazardous materials according to adopted fire codes.

Completes and issues explosive blasting permits and conducts on-site inspection for fire code compliance.

Provides pre-fire plans, hazardous material inventory lists and other related information regarding permits to city fire chiefs as required by Utah County Fire contracts.

Manages the computerized fire system (Code Pal) which tracks and maintains fire code violations according to state and county adopted fire code.

Reviews plans, issues operational permits for, and inspects special events, carnivals, fairs, exhibits, and pyrotechnic displays.

Attends Local Emergency Planning Committee (LEPC) meetings to provide and gather up-to-date information on hazardous materials in Utah County and statewide.

Oversees Utah State Tier II reporting within unincorporated Utah County to ensure business' required to report to the State of Utah regarding hazardous materials have done so.

Works with other County departments in reviewing zoning clearances and temporary use permits, and in addressing fire code requirements.

Reviews fire sprinkler plans and conducts inspections of these systems as needed.

Facilitates invoicing procedures for fire inspections with the Auditor's Office.

Investigates fire-related complaints from citizens of Utah County.

Prepares legal action files on violations as needed and submits the same to the Attorney's Office.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

**Working knowledge of:** state, county, and city codes, laws, regulations, and ordinances related to fire prevention, investigation, and prosecution; fire investigation methods and procedures; arson arrest procedures; common fire hazards and related safety precautions; fire fighting methods, techniques, and procedures; firefighting equipment types and varieties and their most appropriate and effective use; equipment maintenance and care; fire vehicle equipment; emergency medical techniques and procedures and first-aid.

**Skill in:** interpersonal communication; training methods and techniques.

**Ability to:** organize and analyze evidence related to causes of fire; determine fire causes; prepare department reports in a clear and understandable manner; communicate effectively verbally and in writing; develop effective working relationships with supervisors, fellow employees, and the public.

### **PHYSICAL DEMANDS AND WORKING CONDITIONS**

Work is typically performed in a controlled environment, but is subject to all seasonal and weather extremes. Work occasionally exposes incumbent to hazard uncertainty and requires physical readiness and conditioning. Work requires continuous use of motor skills. Work occasionally requires the use of protective gear such as goggles, mask, gloves, hard hat, etc. Work requires driving a motor vehicle regularly.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

### **EDUCATION AND EXPERIENCE**

- Associate's degree or higher in Fire Science or two years of related experience
- A minimum of one year of fire prevention work experience that includes conducting inspections

### **LICENSING, CERTIFICATION, AND OTHER REQUIREMENTS**

- Applicant must possess or obtain the following certifications through the State of Utah within one year in position:  
Firefighter I or higher, Fire Inspector I, Fire Instructor, HazMat Awareness, HazMat Operations
- Applicant must possess current International Code Council (ICC) Fire Inspector I Certification
- Applicant must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment.
- Selected applicants may be subject to a background check.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.